

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS

2018 NOV -9 AM 10:16

Post-Travel Filing Instructions: Complete this form within **30 days** of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building**.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☐ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☐ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)
South Florida Agricultural Foundation, Inc.

Private Sponsor(s) (list all): _____

October 17-19, 2018

Travel date(s): _____

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. *See Senate Rule 35.2(c)(6)*. (Attach additional pages if necessary.): See attached itinerary.

11-9-2018
(Date)

Judd Gardner
(Printed name of traveler)


(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

11-9-2018
(Date)


(Signature of Supervising Senator/Officer)

**South Florida Agricultural Foundation
ITINERARY
2018 Congressional Staff Tour
October 17-19, 2018**

Wednesday, October 17, 2018

9:42 AM – 12:10 PM	Depart Washington-Reagan National Airport on JetBlue Airlines Flight #433
12:10 – 12:20 PM	Arrive West Palm Beach International Airport.
12:10 – 12:20 PM	SFAF group leaders will meet guests at the West Palm Beach airport, locate luggage and board bus. Guests will be transported by bus for the duration of the trip.
12:20 – 1:00 PM	Depart airport – Lunch and informational video on board during route to agricultural area. A representative from the Florida Sugarcane League will also be on the bus and narrate sites along the drive through the Everglades Agricultural Area (EAA) which surrounds the Southern area of Lake Okeechobee.
1:00 PM	Arrive at Slim's Fish Camp in Belle Glade for airboat tour.
1:00 – 2:30 PM	Depart on airboat for tour of Lake Okeechobee; Out on the lake, Ernie Barnett, Florida Water and Land Advisors, will explain the relationship between the lake and agriculture, discuss water quality and quantity issues and how EAA farmers must comply with federal water regulations.
2:30 – 3:00 PM	Depart Slim's to travel to Roland Martin Marina Hotel in Clewiston.
3:00 – 4:15 PM	Check into Roland Martin Marina hotel, prepare for citrus tour and dinner presentation.
4:15 PM	Depart hotel, drive to Southern Gardens Citrus in Clewiston.
4:30 – 6:00 PM	Southern Gardens Citrus – presentation by Southern Gardens Citrus Team: Denise Roth, Plant Manager, will discuss the citrus processing industry, utilization of every part of an orange and address related food safety issues. During grove stops, Jim Snively, Vice President of Citrus Groves, will discuss citrus greening, hurricanes and other issues destructive to citrus crops, and how they work with the USDA's APHIS (Animal and Plant Health Inspection Service) to develop new citrus varieties and combat citrus diseases.
6:00 – 6:45 PM	Arrive at Dunwody Lodge in Clewiston for welcome reception and opportunity to speak one-on-one with local farmers who grow sugarcane, corn, green beans, kale and broccoli.
6:50 – 9:00 PM	Dinner and American Farm Policy & Trade presentation by Judy Sanchez, Senior Director Of Corporate Communications, U.S. Sugar Corp., discussing renewal of the farm bill, NAFTA and other trade issues. SFAF will cater dinner, steaks cooked by Cattlemen's Association highlighting local beef industry. Local elected officials such as mayors, city commission and county commission will also attend, relating how local government coordinates with state and federal officials on agricultural issues.
9:00 PM	Return to Roland Martin Marina Hotel

**South Florida Agricultural Foundation
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Thursday, October 18, 2018

8:00 – 8:30 AM	Pick up breakfast-to-go from marina, provided by SFAF and board bus
8:30 – 9:00 AM	Bus departs marina and drives to U.S. Sugar Corp. Mill & Refinery
9:00 – 10:30 AM	Arrive at United States Sugar Corp. Mill and Refinery for tour of sugarcane processing procedures. Discussion at the mill will include compliance with OSHA and federal air quality standards, while the refinery will focus on FDA food safety and labeling issues.
10:30 AM – 12:00 PM	Tour Sugarcane Field operations and harvesting – Les Baucum, U.S. Sugar Corp. and Judy Sanchez, Senior Director of Corporate Communications, U.S. Sugar Corp., will discuss compliance of worker protection standards, burning regulations, pesticide and herbicide issues and other Federal regulations that have an impact on the cost and procedures of farming sugarcane.
12:15 – 12:30 PM	Stop at Clewiston Chamber of Commerce for brief break before traveling to next tour.
12:30 – 1:00 PM	Travel to Tellus in Belle Glade.
1:00 – 3:30 PM	Lunch and tour of Tellus, a packaging company that recycles leftover sugarcane fiber from the sugar milling process and converts it to packaging and foodservice products such as plates, bowls, and take-out containers. Tellus runs partially on renewable biomass power provided from the sugar mill and solar energy, making it an extremely efficient and environmentally sustainable manufacturing facility.
3:30 – 4:00 PM	Travel to Sem-Chi Rice Mill, Belle Glade
4:00 – 4:30 PM	Tour Sem-Chi Rice, a certified organic farm, mill and harvesting operations. Presentation by Adrian Mendoza, Operations Manager.
4:30 – 5:00 PM	Depart Sem-Chi to travel to West Palm Beach.
5:00 – 6:30 PM	Check in at Residence Inn by Marriott Hotel, West Palm Beach, prepare for dinner and evening program.
6:30 – 6:45 PM	Meet in hotel lobby.
6:45 – 7:00 PM	Board bus and depart for dinner.
7:00 – 9:00 PM	Dinner at Pistache, West Palm Beach, restaurant featuring local produce. Palm Beach County Commissioner Melissa McKinlay, who represents the area where the western county farms and some of the eastern farms are located, will discuss the importance of agriculture to Palm Beach County. Rachel Morgan, Federal Affairs Director, Florida Department of Agriculture and Consumer Services, will talk about the importance of the Everglades Agricultural Area to the State of Florida and the challenges the state has coordinating with federal agricultural regulations.
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8:30 – 8:45 AM	Bus departs - Drive to Mounts Botanical Gardens in West Palm Beach
8:45 – 9:00 AM	Frank Dowdle of The Palm Beach County Cooperative Extension Service and a staff member of Mounts Botanical Gardens will give a short presentation about the Gardens, where the Palm Beach Cooperative Extension Service is housed. A presentation on the 23 different gardens on site, including how water and resources affect soil types, a discussion of the variety of plants grown at the gardens, how cooperative extensions are the feet on the ground for education and training of Federal Regulation programs pertaining to agriculture
9:00 – 10:00 AM	One-on-one roundtable discussion with farmer members of Florida Farm Bureau’s eastern Palm Beach County region moderated by Eva Webb, Assistant Director Field Services, Florida Farm Bureau Federation. Farmers representing sweet corn, green beans, peppers, tomatoes and other vegetables, nursery operations and agricultural research will discuss issues with federal pest management regulations, H2A worker programs, wage and labor compliance, NAFTA and how farming is impacted by state and federal issues.
10:00 – 11:00 AM	SFAF will provide brunch featuring local produce, while SFAF Board gives a wrap-up overview of the previous days’ presentations and explains how a broad understanding of agricultural issues plays a vital role in the lives of the farmers in Florida.
11:05 AM	Bus departs
11:05 – 11:15 AM	Travel to West Palm Beach International Airport.
12:45 – 3:02 PM	Depart for Washington-Reagan National Airport on JetBlue Airlines Flight #1734
3:02 PM	Arrive Reagan National Airport.

***Note: All food/catering/transportation/lodging paid for
by the South Florida Agricultural Foundation**

**SOUTH FLORIDA AGRICULTURAL FOUNDATION
OCTOBER 2018 SENATE STAFFERS INVITATION LIST**

These key congressional staffers were invited to educate them on the vital role that Federal research programs and policy have played in building and maintaining a robust agricultural industry in Florida. They were chosen because their position or their Members' committee assignments include participation in agriculture policy.

Carlisle	Clarke	Senate	Agriculture	Appropriations Comm.	SAC
Jacqlyn	Schneider	Senate	Agriculture	Committee	SAC
Janae	Brady	Senate	Agriculture	Committee	SAC
Trey	McKenzie	Sen.	Roy	Blunt	MO
Tracy	Henke	Sen.	Roy	Blunt	MO
Mykel	Wedig	Sen.	Richard	Burr	NC
Brent	Blevins	Sen.	John	Cornyn	TX
Michael	Dolch	Sen	Joni	Ernst	IA
Brita	Endrud	Sen.	John	Hoeven	ND
Daniel	Ulmer	Sen.	Cindy	Hyde Smith	MS
Jack	Overstreet	Sen.	Johnny	Isakson	GA
Judd	Gardner	Sen.	Jerry	Moran	KS
Abby	Tinsley	Sen.	Bill	Nelson	FL
Daniel	Hale	Sen.	David	Perdue	GA
Logan	Penfield	Sen.	Mike	Rounds	SD
Eleni	Valanos	Sen.	Marco	Rubio	FL
Wes	Brooks	Sen.	Marco	Rubio	FL
Quinton	Carroll	Sen.	Dan	Sullivan	AK

Date/Time Stamp:

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics** in SH-220. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Judd Kenneth Gardner

Employing Office/Committee: Senator Jerry Moran

Private Sponsor(s) (list all): South Florida Agricultural Foundation, Inc.

Travel date(s): Wednesday, October 17, 2018 through Friday, October 19, 2018

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): West Palm Beach, FL; Belle Glade, FL; Clewiston, FL

Explain how this trip is specifically connected to the traveler's official or representational duties:

I handle agriculture, trade and environmental policy for Senator Moran, including issues related to Senator Moran's position on the Senate Environment and Public Works Committee and Agriculture Appropriations Subcommittee. This trip will give me the opportunity to learn more about how federal policies are impacting the agricultural industry in South Florida.

Name of accompanying family member (if any): N/A

Relationship to Employee: ☒ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

9-7-2018

(Date)

Judd K. Gardner
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Jerry Moran hereby authorize Judd Gardner
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

9-7-2018

(Date)

Jerry Moran
(Signature of Supervising Senator/Officer)

Gardner, Judd (Moran)

From: Cheryl Klimek <Cheryl@soflagfoundation.org>
Sent: Monday, August 6, 2018 3:08 PM
To: Cheryl Klimek
Cc: Ardis Hammock
Subject: Join us for an AG-Venture in South Florida!!
Attachments: SFAF Staff Tour Itinerary_Oct.2018.pdf

The **South Florida Agricultural Foundation, Inc.**, a non-profit organization founded to increase public awareness of South Florida's agricultural industries – including sugarcane, citrus, sweet corn, rice, celery and other crops – through educational and stewardship opportunities, is sponsoring a congressional staff trip to our area on **October 17-19, 2018**. The purpose of this **Ag-venture** is to give staffers an opportunity to tour South Florida's agricultural industry to gain firsthand knowledge of its impact on Florida and the United States.

The Foundation would like to extend an invitation to you to participate in this trip. A full itinerary is in the works and our current draft is attached for your review. Check out our brand new website at www.southfloridaagfoundation.org to see how much fun our past tour participants had!

As a tour participant, you would depart from Ronald Reagan National Airport to Palm Beach International Airport where a chartered bus will meet you. We'll kickoff the tour by traveling to Clewiston for an **AIRBOAT TOUR** of Lake Okeechobee. Other stops during the tour will include citrus groves, sugarcane field operations and mill, and other vegetable planting and harvesting operations. The Foundation will assume all travel, lodging and meal expenses associated with the trip and will provide all necessary documentation for the Ethics Committee.

Florida is known as a premier tourist destination with its miles of sandy beaches, but few people know of its abundant agricultural interests and its vital role in food production. In the South Florida region, Palm Beach County alone generates nearly one-and-a-half billion dollars in total agricultural sales each year, ranking it among the top ten counties for highest agricultural revenue in the nation. While Florida has three million acres devoted to agriculture, Palm Beach County has more agriculture than any other county with 40% of its land actively farmed. Florida food is exported to 170 different countries to the tune of \$4 billion worth of food products.

We hope you will be able to join the Foundation on this fact-finding trip. We believe it will be a worthwhile experience and that you will gain a better understanding of the Florida agricultural industry.

Space is limited, and slots will be filled on a first-come, first-served basis. Please advise us as soon as possible if you would like to participate in this exciting **Ag-venture**! Also, feel free to contact us at 561-315-0481 if you have any questions.

Sincerely,

Ardis

Cheryl

Ardis Hammock
President

Cheryl Carpenter Klimek
Executive Director



**South Florida
Agricultural Foundation**

561-315-0481

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): South Florida Agricultural Foundation, Inc.
2. Description of the trip: Fact-finding, informational tour of the South Florida agricultural industry
3. Dates of travel: Wednesday, October 17, 2018 through Friday, October 19, 2018
4. Place of travel: West Palm Beach, FL; Belle Glade, FL; Clewiston, FL
5. Name and title of Senate invitees: See attached list
6. I *certify* that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - OR**
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.

AND

☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - AND**
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

☐ OR ☐

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

☐ OR ☐

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The South Florida Agricultural Foundation is the sole sponsor and organizer of the trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

The mission of the South Florida Agricultural Foundation is to provide educational and stewardship

opportunities within the South Florida agricultural industry, including sugarcane, citrus, sweet corn,

celery, rice & other local crops, in an area which ranks in the top 10 in the nation for agricultural revenue.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

This will be the fourth trip in two years sponsored by the South Florida Agricultural Foundation.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

The Foundation provides agricultural information to local school and civic groups and has plans to award scholarships to students pursuing agricultural studies at local colleges.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$322.25	\$214.14	\$136.75	
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip involves events that are arranged or organized specifically with regard to House and Senate staffer participation.

18. Reason for selecting the location of the event or trip

To provide first hand knowledge and experience of the inner workings of the South Florida agricultural industry.

19. Name and location of hotel or other lodging facility:

- 1. Roland Martin Marina Hotel, Clewiston, FL
- 2. Residence Inn by Marriott, West Palm Beach, FL

20. Reason(s) for selecting hotel or other lodging facility:

- 1. Located in the heart of the Glades area farms & on the bank of Lake Okeechobee in the western part of the tour route
- 2. Located near the farms and the airport which is at the eastern end of the tour route

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The daily expenses for lodging and meals are at or below the maximum per diem rates for official

Federal Government Travel

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Travel provided is coach-class airfare on JetBlue Airlines and by 38-passenger bus for local travel

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: Ardis Hammock

Name and Title: Ardis Hammock

Name of Organization: South Florida Agricultural Foundation, Inc.

Address: P. O. Box 1952, West Palm Beach, FL 33402

Telephone Number: 561-315-0481

Fax Number: None

E-mail Address: Contact Cheryl@soflagfoundation.org

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Tracy	Henke	Sen.	Roy	Blunt	MO
Mykel	Wedig	Sen.	Richard	Burr	NC
Brent	Blevins	Sen.	John	Cornyn	TX
Michael	Dolch	Sen	Joni	Ernst	IA
Brita	Endrud	Sen.	John	Hoeven	ND
Daniel	Ulmer	Sen.	Cindy	Hyde Smith	MS
Jack	Overstreet	Sen.	Johnny	Isakson	GA
Judd	Gardner	Sen.	Jerry	Moran	KS
Abby	Tinsley	Sen.	Bill	Nelson	FL
Daniel	Hale	Sen.	David	Perdue	GA
Logan	Penfield	Sen.	Mike	Rounds	SD
Eleni	Valanos	Sen.	Marco	Rubio	FL
Wes	Brooks	Sen.	Marco	Rubio	FL
Quinton	Carroll	Sen.	Dan	Sullivan	AK

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

-
1. Sponsor(s) of the trip (please list all sponsors): South Florida Agricultural Foundation, Inc.
 2. Description of the trip: Fact-finding, informational tour of the South Florida agricultural industry
 3. Dates of travel: Wednesday, October 17, 2018 through Friday, October 19, 2018
 4. Place of travel: West Palm Beach, FL; Belle Glade, FL; Clewiston, FL
 5. Name and title of Senate invitees: See attached list
 6. I *certify* that the trip fits one of the following categories:
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
=OR=
☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
 7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
=AND=
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
 8. I *certify* that:
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
=AND=
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and **one** overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

☐ OR ☐

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and **two** overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

☐ OR ☐

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The South Florida Agricultural Foundation is the sole sponsor and organizer of the trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

The mission of the South Florida Agricultural Foundation is to provide educational and stewardship

opportunities within the South Florida agricultural industry, including sugarcane, citrus, sweet corn,

celery, rice & other local crops, in an area which ranks in the top 10 in the nation for agricultural revenue.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

This will be the fourth trip in two years sponsored by the South Florida Agricultural Foundation.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

The Foundation provides agricultural information to local school and civic groups and has plans to award scholarships to students pursuing agricultural studies at local colleges.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$322.25	\$214.14	\$136.75	

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip involves events that are arranged or organized specifically with regard to House and Senate staffer participation.

18. Reason for selecting the location of the event or trip

To provide first hand knowledge and experience of the inner workings of the South Florida agricultural industry.

19. Name and location of hotel or other lodging facility:

- 1. Roland Martin Marina Hotel, Clewiston, FL
- 2. Residence Inn by Marriott, West Palm Beach, FL

20. Reason(s) for selecting hotel or other lodging facility:

- 1. Located in the heart of the Glades area farms & on the bank of Lake Okeechobee in the western part of the tour route
- 2. Located near the farms and the airport which is at the eastern end of the tour route

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The daily expenses for lodging and meals are at or below the maximum per diem rates for official

Federal Government Travel

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Travel provided is coach-class airfare on JetBlue Airlines and by 38-passenger bus for local travel

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:

Ardis Hammock

Name and Title: Ardis Hammock

Name of Organization: South Florida Agricultural Foundation, Inc.

Address: P. O. Box 1952, West Palm Beach, FL 33402

Telephone Number: 561-315-0481

Fax Number: None

E-mail Address: Contact Cheryl@soflagfoundation.org

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM
SIGNATURE PAGE FOR ADDITIONAL SPONSOR
(to be completed by each additional sponsor)

I hereby *certify* that the information contained on pages 1-4 of the certification form and any accompanying addenda, all submitted in connection with the _____ trip
to _____ is true, complete, and correct.
Dates of Travel (Month Day, Year)
Place of Travel

Signature of Travel Sponsor: _____

Name and Title: _____

Name of Organization: _____

Address: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

Instructions

(Do not file the Instructions with OPR)

General Instructions

- The Senate Select Committee on Ethics (“Ethics Committee”) has developed guidelines for evaluating privately-sponsored trips and for judging whether trip expenses are reasonable. Trip sponsors should consult the *Senate Select Committee on Ethics’ Regulations and Guidelines for Privately-Sponsored Travel*, including the *Glossary of Terms*, prior to filling out the *Private Sponsor Travel Certification Form* and contact the Ethics Committee at (202) 224-2981 with any additional questions. The Ethics Committee will make the final determination as to whether the expenses incurred during a privately-sponsored trip are reasonable.
- If there are multiple sponsors, they should jointly complete one *Private Sponsor Travel Certification Form* for the trip. Each travel sponsor should complete the signature block.
- When evaluating a trip proposal and judging the reasonableness of expenses, the Ethics Committee will consider the following factors:
 - a. the stated mission of the organization sponsoring the trip;
 - b. the organization’s prior history of sponsoring congressional trips, if any;
 - c. other educational activities performed by the organization besides sponsoring congressional trips;
 - d. whether any trips previously sponsored by the organization led to an investigation by the Select Committee on Ethics;
 - e. whether the length of the trip and the itinerary is consistent with the official purpose of the trip;
 - f. whether there is an adequate connection between a trip and official duties;
 - g. the reasonableness of the total amount spent by a sponsor of the trip;
 - h. whether there is a direct and immediate relationship between a source of funding and an event;
 - i. the maximum *per diem* rates for official Federal Government travel published annually by the General Services Administration, the Department of State, and the Department of Defense;
 - j. whether travel to a location or event is arranged or organized without regard to congressional participation, or whether it is specifically organized for Congressional staff; and
 - k. any other factor deemed relevant by the Select Committee on Ethics.

Consult the *Senate Select Committee on Ethics’ Regulations and Guidelines for Privately-Sponsored Travel*, including the *Glossary of Terms*, for further discussion of these factors.

- Responses to each question should be brief, consistent with the requirement to provide all relevant information. Attach additional pages, as necessary.
- To allow sufficient time for the Ethics Committee to review requests for privately sponsored travel, the participating Senate Members, officers, and employees must submit the completed form to the Ethics Committee at least **thirty (30) days** before the date of the proposed trip.

Filling out the Private Sponsor Travel Certification Form (Question by Question Instructions)

1. *Sponsor(s) of the trip (please list all sponsors):* A sponsor of a trip is any person, organization, or other entity contributing funds or in-kind support for the trip. A sponsor must have a significant role in organizing and conducting a trip and must have a specific organizational interest in the purpose of the trip. If Members, officers, and employees are participating in an event or fact-finding trip in connection with their duties, they may accept necessary travel expenses only from the event or trip sponsor.
2. *Description of the trip:* Provide a brief statement about the purpose of the trip.
3. *Dates of travel:* Provide the dates of departure and return.
4. *Place of travel:* Provide the destination(s) for the trip.
5. *Name and titles of Senate invitees:* Provide the name and title for each Senate Member, officer, or employee who is invited on the trip.
6. *I certify that the trip fits one of the following categories:* A Senate Member, officer, or employee may accept privately sponsored travel only from sponsor(s) of a trip that fits one of the categories listed. Consult the instructions for question 9 to determine if the trip meets the lobbyist accompaniment standard.
7. *Financing of the trip, earmarked funds and in-kind contributions:* Senate Members, officers, and staff may not accept privately-sponsored travel funded by a registered lobbyist or foreign agent. Members, officers, and staff may not participate in privately-sponsored travel when the sponsors accept funds or in-kind contributions earmarked for this particular trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal. Earmarking includes any direction, agreement, or suggestion -- formal or informal -- to use donated funds, goods, services, or other in-kind contributions for a particular trip or purpose.
8. *Lobbyist/agent of a foreign principal involvement:* Senate invitees may not participate in trips planned, organized, arranged, or requested by a lobbyist or foreign agent in more than a *de minimis* way, which means negligible or inconsequential. It would be considered inconsequential for one or more lobbyists or foreign agents to serve on the board of an organization that is sponsoring travel, as long as the lobbyists or foreign agents are not involved in the trip. It is also permissible for a lobbyist to respond to a trip sponsor's request to identify Senate invitees with interest in a particular issue relevant to a planned trip. However, a lobbyist is not allowed to solicit or initiate communication with a trip sponsor, have control over which Senate employees are invited on a trip, extend or forward an invitation to a participant, determine the trip itinerary, or be mentioned in the invitation.

Example: A trip sponsor that is a § 501(c)(3) non-profit organization asks a lobbyist to recommend staffers who might be most interested in joining a trip to the U.S.-Mexican border. If a lobbyist knows a staffer who has a particular interest in the DEA's activities at the border, then providing that information (in light of the trip sponsor's request), in and of itself, would not exceed a *de minimis* level of participation, and would be permitted. However, it would not be permissible for the lobbyist to initiate contact with the trip sponsor to suggest that a particular Senate staffer be invited or forward an invitation to that staffer. Consult the instructions for question 9 to determine if the trip meets the lobbyist accompaniment standards.

9. *Lobbyist/agent of a foreign principal accompaniment standards:* Senate Members, officers, and staff may not accept privately-sponsored travel from an entity that retains or employs one or more federally-registered lobbyists or foreign agents unless one of the listed scenarios applies. *At any segment of the trip* means lobbyists may not accompany the Senate invitee for parts of the travel to and from the event (not at the event itself or the location being visited). *At any point throughout the trip* means lobbyists may not accompany Senate invitees at any point to and from the event, at the event itself, or at the location being visited, other than in a *de minimis* way. This is a broader prohibition than the *at any segment of a trip* standard.

“De minimis” exception: Both lobbyist/agent of a foreign principal “accompaniment” prohibitions include a *de minimis* exemption. *De minimis* means negligible or inconsequential. The mere coincidental presence of a lobbyist or foreign agent at an event would likely be considered *de minimis*. But in making the final determination, the Ethics Committee will consider the totality of the circumstances, including the amount of time lobbyists or foreign agents are present at the event; the amount of direct contact they have with Senate invitees; and the amount of control a trip sponsor has over their presence or contact with Senate guests. For example, if the trip includes attendance at an event considered widely-attended under Rule 35(1)(c)(18), the trip sponsor is unlikely to know all attendees present. Thus, it is likely to be permissible for such widely-attended events to include both a Senate guest and a lobbyist. Similarly, an organization cannot possibly know all the other passengers taking the same flight or other common carrier to a given destination. Accordingly, the sponsor does not need to certify that it knows for certain that no lobbyist or foreign agent will be on such a common carrier.

10. *If travel includes two overnight stays:* The Ethics Committee may approve two overnight stays for trips sponsored by an entity that employs or retains one or more lobbyists or foreign agents under certain conditions. Consult Committee regulations for additional information.
11. *An itinerary for the trip is attached to this form:* The Ethics Committee will not review the trip request without a detailed (hour-by-hour), complete and final itinerary for the trip. As a general matter, the Ethics Committee advises that each travel day contain a minimum of 6 hours of officially-related activities for Senate invitees.
12. *Briefly describe the role of each sponsor in organizing and conducting the trip:* A sponsor must have a significant role in organizing and conducting a trip and must have a specific organizational interest in the purpose of the trip.
13. *Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:* Provide a brief description of the stated mission of each sponsor and how it relates to the trip.
14. *Briefly describe each sponsor’s prior history of sponsoring congressional trips:* Provide a brief discussion of the sponsor’s history of sponsoring congressional travel. It is not necessary to list every trip.
15. *Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):* Provide a brief description of the educational activities performed by each sponsor. It is not necessary to list every individual activity; the description may be by kind or category of educational activity involved.
16. *Total expenses for each participant:* Indicate whether the figures provided are actual amounts or good faith estimates by checking the appropriate box. All trip expenses should be included. Expenses other than those for transportation, lodging, and meals must be individually listed and specified. Attach additional pages as necessary.

17. *Congressional participation:* For events that are arranged without regard to congressional participation (for example, annual meetings, conferences, seminars, and symposiums of trade associations, professional societies, business associations, and other membership organizations), the Ethics Committee may, but is not required to, allow Senate Members, officers, and employees to accept lodging and meal expenses that are commensurate with what is customarily provided to non-congressional attendees in similar circumstances. For events specifically arranged around congressional participation, lodging, meal expenses and other expenses must be "reasonable" in accordance with Ethics Committee regulations.
18. *Reason for selecting the location of the event or trip:* The location of the trip *must be related to its purpose*. A brief but detailed description of the reason for the selection of the location must be provided.
19. *Name and location of hotel or other lodging facility:* Include the exact name and address of the hotel or other lodging facility.
20. *Reasons for selecting hotel or other lodging facility:* Provide an explanation of the sponsor's rationale for selecting the particular lodging, include information such as proximity to the airport or site to be visited.
21. *Describe how the daily expenses for lodging, meals, and other expenses provided to trip participant compare to the maximum per diem rates for official Federal Government travel:* Where feasible and available, trip expenses for lodging and meals should generally be comparable to the government *per diem* rates. The circumstances surrounding a particular trip may legitimately require lodging and meal expenses to exceed these rates. Consult the Ethics Committee regulations for additional information.
22. *Describe the type and class of transportation being provided:* While coach or business-class fare may be accepted, first-class fare for any mode of transportation may be permitted only under limited conditions and only with specific prior written approval by the Ethics Committee. Transportation on a private or charter aircraft is not permitted for privately-sponsored travel under any circumstances.
23. *Expenses for recreational activity, alcohol, or entertainment:* The only recreational or entertainment activities that will be approved by the Ethics Committee are those that are provided to all attendees and are an integral part of an event. Alcoholic beverages are not considered to be a reasonable expense.
24. *List any entertainment that will be provided to, paid for or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:* Entertainment expenses that are not provided to all attendees and deemed an integral part of the event will not be approved by the Ethics Committee.
25. *Certification:* The trip sponsor *must* sign the form and certify that the information is true, complete, and correct. For trips with more than one sponsor, each additional sponsor *must* complete its own signature page and certify that the information contained in the form is true, complete, and correct.